

Module 10

Chapter 3

Local National Request for Personnel Action

Chapter Overview

Introduction This chapter describes the Local National (LN) Request for Personnel Action (RPA) and the taskflow buttons to access unique LN Descriptive Data Fields (DDF)s.

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Chapter Overview, Continued

Before You Begin

- The LN RPA process is the same as the Appropriated Fund RPA, except:
 - Some of the data fields are grayed out and the information must be input through the **Extra Information** Taskflow Button DDFs, i.e. **Awards, Separations**, etc.
 - The SSAN is not auto-populated on page 1 of the RPA. The SSAN is input by selecting the **Extra Information** Taskflow Button. Select the **Local National Unique Data Type**. Click the **Details** area and input the SSAN in the **Employee ID Number** data field.
 - There are unique NOAs for each country. Those prefixed with an “X” must only be used with a correction action.
 - There are only two **Authority Codes** on LN actions, which may be optional for your country..
 - **Extra Information** Taskflow Button contains most of the necessary employee information in the DDFs.
 - **Special Information (SITs)** Taskflow Button contain multiple occurrence fields, i.e., training, appraisals, language, etc.
 - **Italy** and **Germany** users must refresh the RPA (use the Refresh Button at the top of the RPA) prior to update to invoke salary computations.

Note: Just as with the Appropriated Fund actions, the <Person>, <Position>, and <Others> Taskflow Buttons are used only to view information. You cannot update this information through the RPA. Most updates must be processed separately on the **Position** or **People** Windows.

Completing a Request for Personnel Action

Follow the process for completing an RPA as described in Module 3, Processing Requests for Personnel Actions Using the Modern DCPDS, Chapter 1, Processing a Request for Personnel Action.

Local National Request for Personnel Action

Purpose

This section illustrates the LN RPA using an Appointment Action.

LN Request for Personnel Action Window

Navigation Path **Req for LN Personnel Action** **LN Appointment** **< Open >**
 The Request for Personnel Action - Page 1 of 4:

Request for Personnel Action (LN Appointment, Routing Group: CIVDODHR)

Change Family Refresh Status

Requesting Info Position Data Employee and Position Data Remarks and Address

PART A - Requesting Office

1 Actions Requested **LN Appointment** 2 Request Number

3 For Additional Information Call (Full Name) Telephone Number 4 Prop. Eff. Date ASAP

5 Action Requested By (Full Name) Title Request Date

6 Action Authorized By (Full Name) Title Concurrence Date

PART B - For Preparation of SF 50

1 Last Name First Name Middle Name

2 Social Security Number 3 Date of Birth 4 Effective Date

FIRST ACTION

5-A Code 5-B Nature of Action

5-C Code 5-D Legal Authority

5-E Code 5-F Legal Authority

SECOND ACTION

6-A Code 6-B Nature of Action

6-C Code 6-D Legal Authority

6-E Code 6-F Legal Authority

History Extra Information Person Position Others...

SSAN is blanked out. It is entered in the *Employee ID Nbr* on the **Extra Information** **LN Unique Data** Window.

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Local National Request for Personnel Action, Continued

LN Request for Personnel Action Window (Cont)

The Request for Personnel Action - Page 2 of 4:

Request for Personnel Action (LN Appointment, Routing Group: CIVDODHR)

Employee		SSN	Nature of Action	
<div>Requesting Info</div> <div>Position Data</div> <div>Employee and Position Data</div> <div>Remarks and Address</div>				
FROM INFORMATION				
7 Position Title		Number	Seq No	
8 Pay Plan		9 Occ. Code	10 Grade or Level	
11 Step or Rate		12 Total Salary		
12A Basic Pay		12B Locality Adj.	12C Adj. Basic Pay	
12D Other Pay		13 Pay Basis		
14 Name and Location of Position's Organization				
TO INFORMATION				
15 Position Title		Number	Seq No	
16 Pay Plan		17 Occ. Code	18 Grade or Level	
19 Step or Rate		20 Total Salary	Award	UoM
20A Basic Pay		20B Locality Adj.	20C Adj. Basic Pay	
20D Other Pay		21 Pay Basis		
22 Name and Location of Position's Organization				
<div>History</div> <div>Extra Information</div> <div>Person</div> <div>Position</div> <div>Others...</div>				

The Request for Personnel Action - Page 3 of 4:

Request for Personnel Action (LN Appointment, Routing Group: CIVDODHR)

Employee		SSN	Nature of Action	
<div>Requesting Info</div> <div>Position Data</div> <div>Employee and Position Data</div> <div>Remarks and Address</div>				
EMPLOYEE DATA				
23 Veterans Preference		24 Tenure	26 Veterans Preference for RIF	
27 FEGLI		28 Annuity Indicator	29 Pay Rate Determinant	
30 Retirement Plan		31 Service Comp. Date (Leave)		
32 Work Schedule		33 Part-Time Hours Per Biweekly Pay Period		
POSITION DATA				
34 Position Occupied		35 FLSA Category	36 Appropriation Code	
37 Bargaining Unit Status		38 Duty Station Code	39 Duty Station (City-County-State / Overseas Location)	
45 Educational Level		46 Year Deg. Att.	47 Academic Discipline	48 Functional Class
49 Citizenship		50 Veterans Status	51 Supervisory Status	
<div>History</div> <div>Extra Information</div> <div>Person</div> <div>Position</div> <div>Others...</div>				

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Local National Request for Personnel Action, Continued

The Request for Personnel Action - Page 4 of 4:

Request for Personnel Action (LN Appointment, Routing Group: CIVDODHR)

Employee SSN Nature of Action

Requesting Info Position Data Employee and Position Data Remarks and Address

PART D - Remarks by Requesting Office
(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)
☐ Yes ☐ No

PART E - Employee Resignation/Retirement
Reasons for Resignation/Retirement

Forwarding Address City State
Zip Code Country []

PART F - Remarks for SF 50

Code	Description	Required
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

History Extra Information Person Position Others...

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Local National Request for Personnel Action, Continued

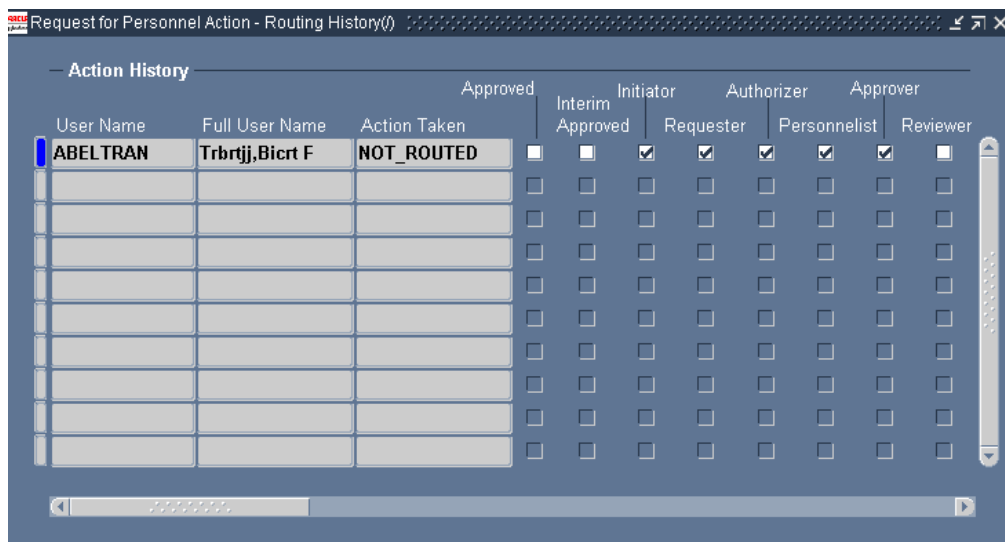
Taskflow Buttons

There are five Taskflow Buttons at the bottom of the LN RPA: **History**, **Extra Information**, **Person**, **Position**, and **Others**. They work the same as those on the Appropriated Fund RPA.



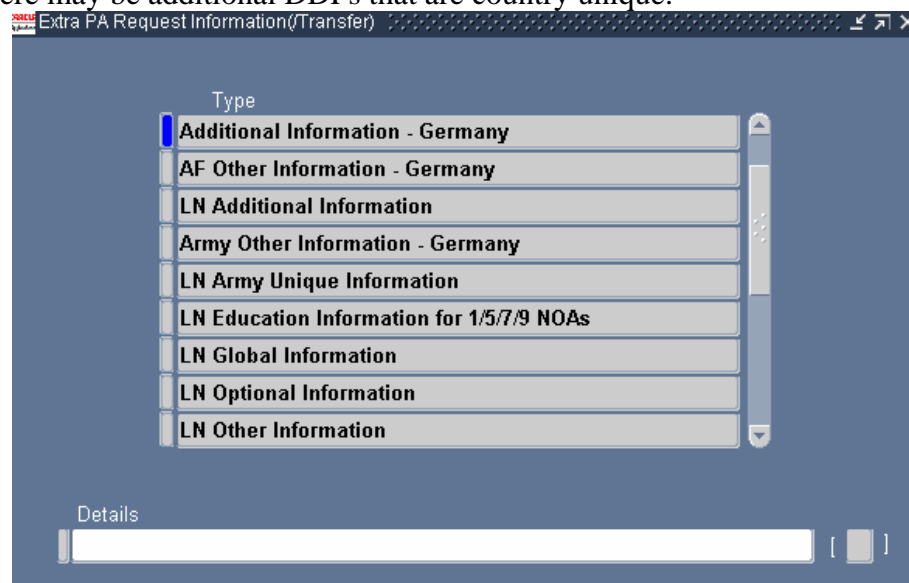
History Taskflow Button

<**History**>: Use the scroll bar at the bottom of the window to scroll to the right to view additional information on the LN RPA.



Extra Information

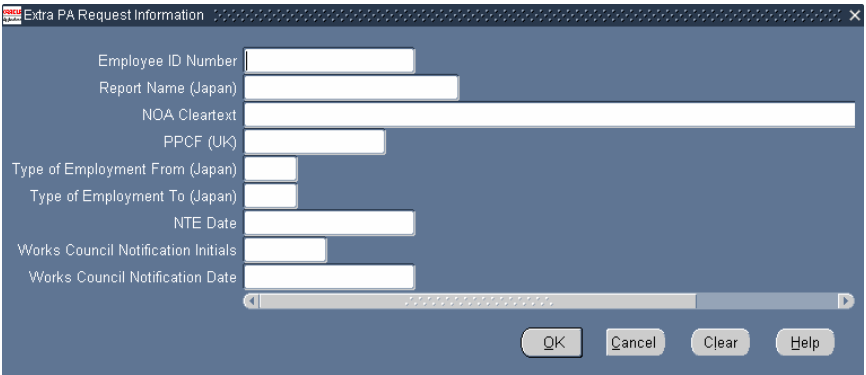
There are 11 **Extra Information Types (DDFs)** that are used by all countries. There may be additional DDFs that are country unique.



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Local National Request for Personnel Action, Continued

Accessing the Extra Information Appointment Types

Step	Action
1	Place the <i>Current Record Indicator</i> next to Extra Information Type . It will be highlighted. For example, the Local National Unique Data Type .
2	Click in the <i>Details</i> area to display the Extra PA Request Information window 
3	Enter data, click <OK>, and <Save>.

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Local National Request for Personnel Action, Continued

DDFs Used with Most LN Actions

Use the above steps to access and input information in the required data fields. Examples of the remaining **Extra Information Types** follow.



US Fed Payroll Type:

Note: Use the LOV to populate the *Payroll Type*, by selecting the appropriate pay cycle (monthly, biweekly, etc.). Must complete all data types on new appointments

LN Army Unique Information

LN Education Info:

LN Global Information:

LN Optional Information

LN Other Info:

LN Pay & Hours Information:

Note: Fill in the *Weekly Hours* data field on Appointment and Conversion actions, so it will print on the RPA and NPA.

LN Security Information:

LN Supplemental Pay:



Note: This DDF allows input of more than one entry. After completing the DDF, place the cursor on the next available line on the **Extra PA Request Information** window and click to add another supplement type

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Local National Request for Personnel Action, Continued

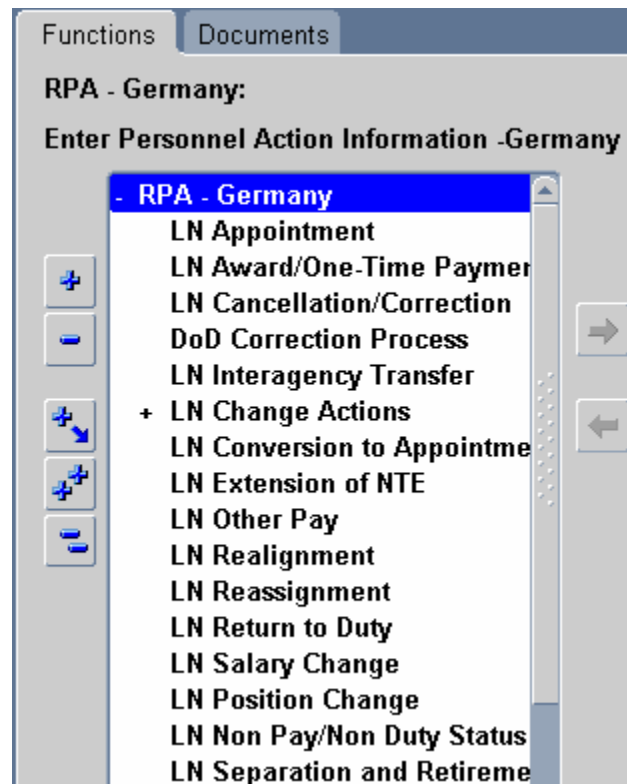
Remaining Taskflow Buttons

- <**Person**>: Only used for viewing the person data, cannot be updated on the RPA. (See Chapter 4, Updating and Viewing LN Employee Records in this module.)
- <**Position**>: Only used for viewing position data. (See Chapter 1, Building LN Positions in this module.)
- <**Others**>: **Not used on the RPA for LNs.**

LN NOA s

All LN NOAs will have 4 characters i.e. 170B, 5955, or 59CI. The X-prefixed NOAs are used only on correction actions.

LN RPA Navigation List



LN NOA Families

The LN NOA Families are listed below in the order as displayed on the RPA **Navigation List**. Germany RPAs are used only for an example. These families are the same as those used by other countries.



Note: The X prefixed NOAs **are not used** with these actions. They are used only on correction actions through the DoD correction process.

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Local National Request for Personnel Action, Continued

LN Forms

The following forms are used for LNs processing.

Country	Forms
Belgium	SF 52
Germany	AE690-60B – Notification of Employment Status Army AF Form 825 - Notification of Personnel Action Air Force (Non-US) AE690-60A - RPA Army USAFE Form 52 - RPA Non-US Air Force
Italy	SF 50 (Italian Version) SF 52 (Italian Version)
Japan	USFJ Form 11EJ
Korea	SF 50 (Korean Version) SF 52 (Korean Version)
Generic –(All other countries that are not specifically identified above)	SF 50 SF 52